

BILLIARD ROOM PERMIT INSTRUCTIONS

FMC SECTION 7-200

FMC Section 7-209 Permit Required. No person shall conduct, manage, operate or maintain a billiard room in the city without having first obtained a permit from the city so to do in the manner provided in this article.

FMC Section 7-210. Permit to be Conspicuously Posted on the Premises.

Applications are available at the front counter of the Business Tax and Permits Section of the Finance Division located on the ground floor of City Hall, 2600 Fresno St, Fresno CA.

The following provisions must be met prior to issuance of any Billiard Room Permit:

A. Provide a completed **Billiard Room Permit Application** and pay processing fee of **\$25.00**, Police Department investigation fee of **\$328.00**, and **\$47.00** fingerprint processing fee. Total due at time of application is \$400.00. An **Annual Permit Fee** of **\$25.00** is due when permit is issued. Billiard Room Permits are renewed annually.

B. Complete a **Business Tax Certificate Application** and pay processing fee of **\$10.00**, if a tax certificate is not already on file. Quarterly tax renewal billings will be mailed and taxes are based on reported gross receipts, at the retail rate provided in the Master Fee Schedule. Delinquent taxes may result in suspension or revocation of the permit, and/or other remedies as may be deemed appropriate.

C. Submit live scan fingerprinting at the Fresno City Personnel Department in City Hall. **The days and hours you may have your fingerprints taken are: Tuesday 12pm-4pm, Wednesday 8am-12pm or Thursday 12pm-4pm** by appointment only at 621-6950.

Processing the permit application may take 45 days or more. The Police and Development Departments must investigate the permit requests, and an acceptable report from the Department of Justice must be received by the City of Fresno Business Tax Division.

Billiard tables cannot be operated until the permit has been approved by all departments and issued by the City of Fresno.

The Billiard Room Permit will expire one year after the date of issuance. Failure to pay the renewal fee within thirty (30) days after the date of expiration and/or to pay business tax, will be cause for the permit to be forfeited and require a re-application process.

Charitable organizations are exempt from this code section, and will be classified as such by providing documentation from the appropriate agency.

Depending on zoning restrictions, a Conditional Use Permit (CUP) may be required from the Development Department.

